



Supervisory Committee (SC) Meetings Online Procedure

Supervisory Committee meetings will follow the current Rehabilitation Sciences Institute (RSI) policy with the following modifications for an online meeting:

1. The Student or Supervisor will schedule the meeting with members of the Examination Committee and set up the meeting using their own zoom account. They will notify RSI about the meeting date and time.
2. All participants, including the candidate, are to join the group at least 5 minutes prior to ensure that the communication technologies are working smoothly for everyone and that everyone can be heard. The Supervisor will be assigned to function as a host of the meeting.
3. The Supervisor and Student will briefly review procedures for using Zoom Waiting Room (see instructions [HERE](#)) and screen sharing (see instructions [HERE](#)).
4. In the beginning of the meeting, the Supervisor may place the Student into a Zoom Waiting Room to discuss student progress to date. The Student will be re-admitted into the meeting and proceed with the presentation and Q&A.
5. At the end, the discussion of the meeting will occur with the Student placed into the Zoom Waiting Room. The Student is then invited back and the meeting feedback is communicated with the Student.
6. The Supervisor, committee and student will complete the SC Form and email it to the RSI Graduate Office at: rsi.admin@utoronto.ca.